Institute of Museum and Library Services Technology and Digitization Survey

This survey is designed to document the Status of Technology and Digitization in **Libraries, Museums, Archives and State Library Administrative Agencies (SLAAs)** in the United States. The Institute of Museum and Library Services (IMLS) is attempting to gather information to determine the needs of these institutions as they progress towards their technology and digitization goals.

Responses to these survey items will be compiled into a report and will be made publicly accessible so that libraries, museums, archives and SLAA's, as well as Congress, policy makers and other organizations, can see what progress has been made towards technology and digitization and where there are still shortcomings. The information you provide will only be reported in aggregate form. By looking at the results from this survey, IMLS hopes to identify current trends in digitization and technology and determine where to focus their funding efforts in the future.

If your library is part of a larger institution, please respond to the questions in this survey in reference to your library only.

Please complete this survey and return it via fax to Farrasha Jones, 703-219-3777. If you have any questions regarding this survey, please send an e-mail to IMLSSurvey@caliber.com and we will get back to you as soon as possible. Thank you for your participation.

BACKGROUND ON LIBRARIES AND STATE LIBRARY AGENCIES

A. Select the type of library/state library agency that most closely describes your institution. (Select the <u>one</u> best option.)
 - ○ Public library
 - ○ Academic library (**Please skip to question C**.)
 - ○ State library agency (**Please skip to question D**.)

B. What is the size of the population served by your library? (Select the <u>one</u> best option, then **please skip to question D**.)
 - ○ Less than 5,000
 - ○ 5,000 - 10,000
 - ○ 10,001 - 25,000
 - ○ 25,001 - 50,000
 - ○ 50,001 - 100,000
 - ○ 100,001 - 250,000
 - ○ 250,001 - 500,000
 - ○ 500,001 - 1,000,000
 - ○ Over 1,000,000

C. Your library is in which type of academic institution? (Select the <u>one</u> best option.)
 - ○ 2 year junior/community college
 - ○ 4 year college
 - ○ University (offers post-bachelor's degrees)
 - ○ Don't know/Not applicable

D. What is the size of your library/state library agency's annual budget? (Select the <u>one</u> best option.)
 - ○ Less than $250,000
 - ○ $250,001 - $500,000
 - ○ $500,001 - $750,000
 - ○ $750,001 - $1,000,000
 - ○ $1,000,001 - $5,000,000
 - ○ $5,000,001 - $10,000,000
 - ○ $10,000,001 - $25,000,000
 - ○ More than $25,000,000

E. What is the current size of your library/state library agency's paid, full time equivalent (FTE) staff? (Select the <u>one</u> best option.)
 - ○ Less than 5
 - ○ 6 – 10
 - ○ 11 – 25
 - ○ 26 – 75
 - ○ 76 – 150
 - ○ 151 – 250
 - ○ 251 – 500
 - ○ 501 – 1,000
 - ○ 1,001 – 1,500
 - ○ More than 1,500

TECHNOLOGY

In this survey **technology** refers to using and managing information in digital formats through use of computers (hardware and software), automated systems to support services, Internet and other network connections, Web sites and Web-based services, office productivity applications like word processing and e-mail, staff to support these activities, and the range of technologies that help staff and users search, access, and experience collections on-site and virtually.

1. In the past 12 months, did your institution have funding for technology? (Select the <u>one</u> best option.)
   - ○ No
   - ○ Don't know/Not applicable
   - ○ Yes (If yes, select all that apply below.)

   If yes, you obtain your funds from: (Select all below that apply.)
   - ❑ Endowment funds
   - ❑ Foundation grants, including Gates Library Initiative
   - ❑ Gifts from donors
   - ❑ IMLS Museum National Leadership Grants
   - ❑ IMLS LSTA State Program and Library National Leadership Grants
   - ❑ Grants from other Federal agencies (e.g., Dept. of Ed., NEH)
   - ❑ Institutional operating funds
   - ❑ State funds
   - ❑ City, county or other local government funds
   - ❑ Corporate sponsors
   - ❑ Other (Please list): _____

2. In the next 12 months, do you plan to obtain funding for your technology? (Select the <u>one</u> best option.)
   - ○ No
   - ○ Don't know/Not applicable
   - ○ Yes (If yes, select all that apply below.)

   If yes, you plan to obtain funds from: (Select all below that apply.)
   - ❑ Endowment funds
   - ❑ Foundation grants, including Gates Library Initiative
   - ❑ Gifts from donors
   - ❑ IMLS Museum National Leadership Grants
   - ❑ IMLS LSTA State Program and Library National Leadership Grants
   - ❑ Grants from other Federal agencies (e.g., Dept. of Ed., NEH)
   - ❑ Institutional operating funds
   - ❑ State funds
   - ❑ City, county or other local government funds
   - ❑ Corporate sponsors
   - ❑ Other (Please list): _____

3. What percent of your institution's technology needs are met by current funding? (Select the <u>one</u> best option.)
   - ○ 0%
   - ○ 1%-25%
   - ○ 26%-50%
   - ○ 51%-75%
   - ○ 76%-99%
   - ○ 100%

4. Indicate the degree to which you agree with the following statements. (Select <u>one</u> in each row.) My institution is able to:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Maintain its current level of technology	○	○	○	○	○	○
b. Add new uses of technology to meet evolving needs	○	○	○	○	○	○

5. To what extent does your institution have the technology capacity (e.g., equipment, software, connectivity, skills and expertise, staffing) necessary to meet its mission? (Select the <u>one</u> best option.) Our technology capacity:
   - ○ Currently meets our mission
   - ○ Almost meets our mission
   - ○ Is short of meeting our mission
   - ○ Does not meet our mission
   - ○ Don't know/Not applicable

6. What technologies has your institution used in its day-to-day operations within the past 12 months, or plan to acquire or implement in the future? (Select <u>one</u> in each row.)

	Used in past 12 months	Plan to acquire or implement in next 12 months	Plan to acquire or implement more than 12 months from now	Do not plan to acquire or implement/ Don't know
a. Accounting/payroll software/HR	○	○	○	○
b. Broadband Internet connection	○	○	○	○
c. Computerized catalog of library or other collections	○	○	○	○
d. Computerized collections management system	○	○	○	○
e. Database software or system for membership development	○	○	○	○
f. Desktop computers	○	○	○	○
g. E-mail	○	○	○	○
h. GIS (geographic information systems) applications	○	○	○	○
i. Integrated library system (ILS)	○	○	○	○
j. Intranet	○	○	○	○
k. LAN (local area network)	○	○	○	○
l. Marketing and promotion software and systems	○	○	○	○
m. Meta- or federated searching in online collections and catalogs	○	○	○	○
n. Modem (dial access) Internet connection	○	○	○	○
o. Multimedia services or collections	○	○	○	○
p. Notebook or tablet computers	○	○	○	○

	Used in past 12 months	Plan to acquire or implement in next 12 months	Plan to acquire or implement more than 12 months from now	Do not plan to acquire or implement/ Don't know
q. Office productivity software, including word processing, desktop publishing and spreadsheets	○	○	○	○
r. PDA (personal digital assistant handheld devices, e.g. Palm)	○	○	○	○
s. Personal information management (PIM) software	○	○	○	○
t. Point-of-sale software and systems	○	○	○	○
u. RFID (radio frequency identification) in services or collections	○	○	○	○
v. Software to manage public access computers and printing	○	○	○	○
w. Video tours	○	○	○	○
x. Virtual reality tours	○	○	○	○
y. Web portal or gateway for services or collections	○	○	○	○
z. Web site for your institution	○	○	○	○
aa. Wireless network, including WiFi	○	○	○	○
bb. Other (Please list): _____	○	○	○	○

7. For which of the following purposes has your institution used technology to serve your community (i.e., users and visitors that your institution serves, supports, and engages) in the past 12 months, and for which purposes does your institution plan to start using technology to serve this community in the next 12 months? (Select one in each row.)

	Used in past 12 months	Plan to start using in next 12 months	Plan to start using more than 12 months from now	Do not plan to use for this purpose
a. To disseminate research findings and publications by our institution's staff	○	○	○	○
b. To orient and instruct users about available services	○	○	○	○
c. To present educational programs	○	○	○	○
d. To provide access to computers	○	○	○	○
e. To provide access to the Internet	○	○	○	○
f. To provide educational programs offered by our institution	○	○	○	○
g. To provide information literacy instruction	○	○	○	○
h. To provide orientation, introduction and educational information on exhibits	○	○	○	○

	Used in past 12 months	Plan to start using in next 12 months	Plan to start using more than 12 months from now	Do not plan to use for this purpose
i. To provide user services (e.g., provision of career, health, government information)	O	O	O	O
j. Other (Please list): _____	O	O	O	O

8. Indicate the degree to which you agree with the following statements. (Select <u>one</u> in each row.) Technology has been useful in your institution because it:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Makes programs and exhibits more interactive	O	O	O	O	O	O
b. Provides a richer educational experience	O	O	O	O	O	O
c. Increases the number of people who participate in programs	O	O	O	O	O	O
d. Increases access to institutional resources and services	O	O	O	O	O	O
e. Other (Please list): _____	O	O	O	O	O	O

9. What are the primary hindrances to your institution's use of technology? (Select your **top three (3)** hindrances from the list below.)
   - ❑ Lack of staff time
   - ❑ Lack of staff skills and expertise
   - ❑ Lack of funds
   - ❑ Lack of necessary equipment, software and/or networking
   - ❑ Concerns about intellectual property issues
   - ❑ Security concerns
   - ❑ Technology is not appropriate for our collection and services or the pubic we serve
   - ❑ Technology is not supported by management and/or the Board
   - ❑ Other (Please list): _____

10. To what extent do you have sufficient, skilled staff to accomplish your technology activities? (Select the <u>one</u> best option.)
    - O We do not have enough skilled staff to accomplish our technology activities
    - O We have the right amount of skilled staff to accomplish our technology activities
    - O We have more than enough skilled staff to accomplish our technology activities
    - O Other (Please list): _____
    - O Don't know/Not applicable

11. Where in your institution's organizational structure are the staff with technology responsibilities (e.g., procurement, installation, resource allocation, operations and maintenance) placed? (Select all that apply.)
   ❑ Management
   ❑ Separate Information Systems/Technology Department
   ❑ Integrated within operational departments
   ❑ Other (Please list): _____
   ❑ Don't know/Not applicable

12. Do you conduct needs assessments of user or visitor needs for technology supported services or experiences at your institution? (Select the one best option.)
   ○ No (**Please skip to question 14**.)
   ○ Don't know/Not applicable
   ○ Yes

13. Are you taking action based on the results of your assessments? (Select the one best option.)
   ○ Yes
   ○ Don't know/Not applicable
   ○ No (If no, select all that apply below.)

   If no, because of: (Select all below that apply.)
   ❑ Lack of staff time
   ❑ Lack of staff skills and expertise
   ❑ Lack of funds
   ❑ Lack of appropriate equipment, software and networking
   ❑ Not appropriate for our mission/goals
   ❑ Other (Please list):
   _____

14. Which of the following statements best describes the attitudes of **your institution's Directors or Trustees** towards technology acquisition and technology use by your institution? (Select the one best option.)
   ○ The Directors / Trustees of my institution generally promote expansion of my institution's technology capabilities and they provide specific guidance of these efforts
   ○ The Directors / Trustees of my institution generally promote expansion of my institution's technology capabilities, but they provide little specific guidance of these efforts
   ○ The Directors / Trustees of my institution are generally neutral on the subject of expanding my institution's technology capabilities
   ○ The Directors / Trustees of my institution generally oppose the expansion of my institution's technology capabilities
   ○ Don't know/Not applicable

15. Which of the following statements best describes the attitudes of **the population served by your institution** towards technology acquisition and technology use by your institution? (Select the <u>one</u> best option.)
   - ❍ The population served by my institution generally promotes expansion of my institution's technology capabilities and offers suggestions for these efforts
   - ❍ The population served by my institution generally promotes expansion of my institution's technology capabilities, but provides few suggestions for these efforts
   - ❍ The population served by my institution is generally neutral on the subject of expanding my institution's technology capabilities
   - ❍ The population served by my institution generally opposes the expansion of my institution's technology capabilities
   - ❍ Don't know/Not applicable

DIGITIZATION

Digitization is the process of converting, creating, and maintaining books, art works, historical documents, photos, journals, etc. in electronic representations so they can be viewed via computer and other devices.

16. What digitization policies does your institution currently have in place or in development? (Select <u>one</u> in each row.)

	Policies in place	Policies in development	No policies in place or in development/ Don't know
a. Access	O	O	O
b. Best practices	O	O	O
c. Conversion of digital files to next generation formats	O	O	O
d. Digital format (e.g., TIFF, GIF, PAL)	O	O	O
e. Evaluation	O	O	O
f. Institutional repository	O	O	O
g. Intellectual property issues	O	O	O
h. Materials to be digitized	O	O	O
i. Priorities for digitization	O	O	O
j. Preservation	O	O	O
k. Quality control	O	O	O
l. Standards	O	O	O
m. Metadata	O	O	O
n. Security	O	O	O
o. Other (Please list): _____	O	O	O

17. Do you provide direct funding or services to other institutions for their digitization activities? (Select the <u>one</u> best option.)
    - O No
    - O Don't know/Not applicable
    - O Yes (If yes, select all that apply below.)

    If yes, the following activities are funded by your institution: (Select all that apply.)
    - ❑ Digitizing library collections
    - ❑ Digitizing special collections (like rare books or historical documents)
    - ❑ Supporting cooperative digitizing projects or partnerships
    - ❑ Accessing digital products (e.g., historical collections on-line)
    - ❑ Supporting **statewide** digitizing projects, such as developing strategic plans, surveying collections and implementing digitizing facilities
    - ❑ Supporting **inter-state** digitizing efforts, such as developing strategic plans, surveying collections and implementing digitizing facilities
    - ❑ Other (Please list): _____

18. In the past 12 months, did your institution have funding to support your digitization activities? (Select the <u>one</u> best option.)
   - ○ No
   - ○ Don't know/Not applicable
   - ○ Yes (If yes, select all that apply below.)

   If yes, you obtained your funds from: (Select all below that apply.)
   - ❑ Endowment funds
   - ❑ Foundation grants
   - ❑ Gifts from donors
   - ❑ Grants from other Federal agencies (e.g., Dept of Ed, NEH)
   - ❑ IMLS LSTA State Program and Library National Leadership Grants
   - ❑ IMLS Museum National Leadership Grants
   - ❑ Institutional operating funds
   - ❑ State funds
   - ❑ City, County or other local government funds
   - ❑ Corporate sponsors
   - ❑ Other (Please list): _____

19. In the next 12 months, do you plan to obtain funding to support your digitizing activities? (Select the <u>one</u> best option.)
   - ○ No
   - ○ Don't know/Not applicable
   - ○ Yes (If yes, select all that apply below.)

   If yes, you plan to obtain funds from: (Select all below that apply.)
   - ❑ Endowment funds
   - ❑ Foundation grants
   - ❑ Gifts from donors
   - ❑ Grants from other Federal agencies (e.g., Dept of Ed, NEH)
   - ❑ IMLS LSTA State Program and Library National Leadership Grants
   - ❑ IMLS Museum National Leadership Grants
   - ❑ Institutional operating funds
   - ❑ State funds
   - ❑ City, County or other local government funds
   - ❑ Corporate sponsors
   - ❑ Other (Please list): _____

20. What materials has your institution digitized or imaged, and what additional materials is your institution planning to digitize or image? (Select <u>one</u> in each row.)

	Began digitizing more than 12 months ago	Began digitizing in last 12 months or currently digitizing	Plan to begin digitizing in next 12 months	Plan to begin digitizing more than 12 months from now	Do not plan to digitize/ Don't know
a. Correspondence, diaries and other personal records	○	○	○	○	○
b. Course material	○	○	○	○	○
c. Education and training material about the collections	○	○	○	○	○
d. Films, videotapes	○	○	○	○	○
e. Government publications	○	○	○	○	○
f. Historical documents/archives	○	○	○	○	○
g. Items in the collections (e.g., art work, artifacts, furniture, plants, animals)	○	○	○	○	○
h. Information on the institution	○	○	○	○	○
i. Journals and other serials	○	○	○	○	○
j. Manuscripts	○	○	○	○	○
k. Maps	○	○	○	○	○
l. Music and other recorded sound	○	○	○	○	○
m. Newspapers	○	○	○	○	○
n. Photographs	○	○	○	○	○
o. Rare books	○	○	○	○	○
p. Records about the collection	○	○	○	○	○
q. Sheet music	○	○	○	○	○
r. Special exhibits	○	○	○	○	○
s. Theses and dissertations	○	○	○	○	○
t. Other (Please list): _____	○	○	○	○	○

21. **If you had the resources**, which of the following kinds of materials would you digitize or image? (Select your **top three (3)** from the list below.)

❑ Correspondence, diaries and other personal records
❑ Course material
❑ Education and training material about the collections
❑ Films, videotapes
❑ Government publications
❑ Historical documents/archives
❑ Items in the collections (e.g., art work, artifacts, furniture, plants, animals)
❑ Information on the institution
❑ Journals and other serials
❑ Manuscripts

❑ Maps
❑ Music and other recorded sound
❑ Newspapers
❑ Photographs
❑ Rare books
❑ Records about the collection
❑ Sheet music
❑ Special exhibits
❑ Theses and dissertations
❑ Other (Please list):
_____

22. What are your institution's primary digitization priorities? (Select your **top three (3)** priorities from the list below.)

- ❏ Correspondence, diaries and other personal records
- ❏ Course material
- ❏ Education and training material about the collections
- ❏ Films, videotapes
- ❏ Government publications
- ❏ Historical documents/archives
- ❏ Items in the collections (e.g., art work, artifacts, furniture, plants, animals)
- ❏ Information on the institution
- ❏ Journals and other serials
- ❏ Manuscripts

- ❏ Maps
- ❏ Music and other recorded sound
- ❏ Newspapers
- ❏ Photographs
- ❏ Rare books
- ❏ Records about the collection
- ❏ Sheet music
- ❏ Special exhibits
- ❏ Theses and dissertations
- ❏ Other (Please list):
  _____
- ❏ Don't know/Not applicable

23. In the past 12 months, how many digital materials or images has your institution created? (Select the <u>one</u> best option.)
- ○ 0
- ○ 1-500
- ○ 501-1,000
- ○ 1,001-5,000
- ○ 5,001-10,000
- ○ 10,001-25,000
- ○ More than 25,000

24. How many more digital materials or images does your institution have to digitize or image? (Select the <u>one</u> best option.)
- ○ 0
- ○ 1-500
- ○ 501-1,000
- ○ 1,001-5,000
- ○ 5,001-10,000
- ○ 10,001-25,000
- ○ More than 25,000

25. What is your institution's obligation to make digitized materials or images available, to sustain the digital materials or images, and to sustain user access to them? (Select all that apply, and at least <u>one</u> in each row.)

○ We have no obligation to maintain digital materials or images or access to them. (**Please skip to question 26**.)

	Make digitized materials available	Sustain digitized materials	Sustain user access to digitized materials	Not Applicable
a. It is mandated by regulatory or legislative authority	❏	❏	❏	❏
b. It is mandated by organizational directives or by-laws	❏	❏	❏	❏
c. It is compelled by licensing agreements	❏	❏	❏	❏
d. It is compelled by membership participation	❏	❏	❏	❏
e. It is compelled by public expectation	❏	❏	❏	❏
f. It is compelled by consortia commitment	❏	❏	❏	❏
g. Other (Please list): _____	❏	❏	❏	❏

26. How does your institution undertake its digitization activities? (Select all that apply.)
   ❏ Contractual staff were hired to perform these activities in-house
   ❏ New institutional staff were hired to perform these activities
   ❏ Current staff were trained to perform these activities
   ❏ Current staff were reassigned to perform these activities
   ❏ Volunteers perform these activities
   ❏ These activities are performed by commercial vendors off-site
   ❏ Materials are digitized off-site at another institution's digitization center
   ❏ Other (Please list): _____
   ❏ Don't know/Not applicable

27. Do you make some or all of your digital image collections available to the public? (Select the <u>one</u> best option.)
   ○ Yes, some of our digital image collections are available to the public
   ○ Yes, all of our digital image collections are available to the public
   ○ No, our digital image collections are not available to the public (**Please skip to question 29**.)
   ○ Don't know/Not applicable

28. How are your digital image collections made available? (Select all that apply.)
   ❏ On the premises on our computer network (LAN)
   ❏ On the Web
   ❏ Through a third party
   ❏ Don't know/Not applicable

29. Who can access some or all of your institution's digital image collections, and is there a charge for service? (Select one in each row.)

	Pays for access	Does not pay for access	Does not have access	Don't know/Not applicable
a. General public who have Internet access	○	○	○	○
b. Anyone who subscribes to a commercial agent that provides access (e.g., AMICO)	○	○	○	○
c. Onsite visitors at your institution	○	○	○	○
d. Members (e.g., library card holders, museum members)	○	○	○	○
e. Your staff	○	○	○	○
f. Consortia/partners	○	○	○	○
g. Researchers/scholars at your institution	○	○	○	○
h. Faculty at your institution	○	○	○	○
i. Educators not part of your institution	○	○	○	○
j. Students at your institution	○	○	○	○
k. Students at affiliated institutions	○	○	○	○
l. Alumni	○	○	○	○
m. Outside researchers and scholars	○	○	○	○
n. Other (Please list): _____	○	○	○	○

30. Are your digital materials or images listed in a digital registry (e.g., Association for Research Libraries' Digital Initiatives Database, UIUC OAI Metadata Harvesting Project)? (Select the one best option.)
   ○ No
   ○ Don't know/Not applicable
   ○ Yes (Please list): _____

31. What are the primary goals for your institution's digitizing activities? (Select your **top three (3)** goals from the list below.)
- ❑ Preserve materials of importance or value
- ❑ Increase access to collections/materials/files
- ❑ Minimize damage to original materials
- ❑ Provide access to material via the Web
- ❑ Increase interest in the institution
- ❑ Save space in the institution
- ❑ Present more of the collection than is on display at any one time
- ❑ Save cost by eliminating duplication of materials
- ❑ Provide access to materials for specific audiences (e.g., reserve room materials for students)
- ❑ Encourage cooperation among institutions to increase the number and variety of materials available
- ❑ For distance or other e-learning programs
- ❑ Provide greater information about the institution's collections to artists, scholars, students, teachers, and the public
- ❑ Increase access to state services
- ❑ For our institution's internal records
- ❑ Support educational programs
- ❑ Other (Please list): _____
- ❑ Don't know/Not applicable

32. **If you had no constraints**, why would you digitize your materials? (Select your **top three (3)** from the list below.)
- ❑ Preserve materials of importance or value
- ❑ Increase access to collections/materials/files
- ❑ Minimize damage to original materials
- ❑ Provide access to material via the Web
- ❑ Increase interest in the institution
- ❑ Save space in the institution
- ❑ Present more of the collection than is on display at any one time
- ❑ Save cost by eliminating duplication of materials
- ❑ Provide access to materials for specific audiences (e.g., reserve room materials for students)
- ❑ Encourage cooperation among institutions to increase the number and variety of materials available
- ❑ Provide greater information about the institution's collections to artists, scholars, students, teachers, and the public
- ❑ Increase access to state services
- ❑ For our institution's internal records
- ❑ Support educational programs
- ❑ Other (Please list): _____
- ❑ Don't know/Not applicable

33. Who do you consider your primary target audiences for your institution's digital materials? (Select your **top three (3)** target audiences from the list below.)
- ❑ General public who have Internet access
- ❑ Onsite visitors at the institution
- ❑ Members (e.g., library card holders, museum members)
- ❑ Your staff
- ❑ Consortia/partners
- ❑ Researchers/scholars at your institution
- ❑ Faculty at your institution
- ❑ Educators not part of your institution
- ❑ Students at your institution
- ❑ Students at affiliated institutions
- ❑ Alumni
- ❑ Outside researchers and scholars
- ❑ Other (Please list): _____
- ❑ Don't know/Not applicable

34. **If you had no constraints**, for what audiences would you target your digitized materials? (Select your **top three (3)** target audiences from the list below.)

- ❑ General public who have Internet access
- ❑ Onsite visitors at the institution
- ❑ Members (e.g., library card holders, museum members)
- ❑ Your staff
- ❑ Consortia/partners
- ❑ Researchers/scholars at your institution
- ❑ Faculty at your institution
- ❑ Educators not part of your institution

- ❑ Students at your institution
- ❑ Students at affiliated institutions
- ❑ Alumni
- ❑ Outside researchers and scholars
- ❑ Other (Please list):

  _____

- ❑ Don't know/Not applicable

35. Do you conduct needs assessments of user or visitor needs for digitized materials and images in your institution? (Select the <u>one</u> best option.)
- ❍ No (**Please skip to question 37**.)
- ❍ Don't know/Not applicable
- ❍ Yes

36. Are you taking action to meet the needs of users based on the results of your assessments? (Select the <u>one</u> best option.)
- ❍ Yes
- ❍ Don't know/Not applicable
- ❍ No (If no, please select all that apply below.)

If no, because of: (Select all below that apply.)
- ❑ Lack of staff time
- ❑ Lack of staff skills and expertise
- ❑ Lack of funds

- ❑ Not appropriate for our mission/goals
- ❑ Other (Please list):

  _____

37. Does your institution actively collaborate (through specific partnering agreements) with other institutions and organizations to digitize materials? (Select the <u>one</u> best option.)
- ❍ No (**Please skip to question 39**.)
- ❍ Don't know/Not applicable
- ❍ Yes (If yes, please select all that apply below.)

If yes, we collaborate with: (Select all below that apply.)
- ❑ State library agencies
- ❑ Academic libraries
- ❑ Individual public libraries
- ❑ Private libraries
- ❑ Museums
- ❑ Consortia
- ❑ State archives
- ❑ Special libraries
- ❑ Historical societies
- ❑ Federal government agencies or archives
- ❑ Other state government agencies

- ❑ County, municipal or other local government agencies or archives
- ❑ Universities and colleges
- ❑ Community organizations
- ❑ Private companies
- ❑ Foundations
- ❑ State library associations
- ❑ State museum associations
- ❑ Other professional associations
- ❑ Other (Please list):

  _____

38. In what ways does your institution collaborate with other libraries, museums, archives, and other institutions in digitization activities? (Select all that apply.)

- ❏ By coordinating state-wide, regional or consortial digitization activities
- ❏ By identifying the materials or collections to be digitized
- ❏ By providing financial support
- ❏ By providing staff, equipment or technical expertise for digitization projects
- ❏ By undertaking demonstration projects on digitizing
- ❏ By providing a digitization center to which institutions send their materials for imaging

- ❏ By setting policies or standards on digitizing, selecting materials and collections for digitizing
- ❏ By providing Best Practices and Guidelines
- ❏ By providing consultation to local libraries or museums on digitizing, management of digital collections
- ❏ By encouraging cooperative digitizing projects
- ❏ By issuing sub-grants for digitization
- ❏ Other (Please list):
  _____
- ❏ Don't know/Not applicable

39. Rate on a scale from 1 to 5, with 1 being "Deficient" and 5 being "Fully Capable," how capable your institution is in the following areas for initiating, accomplishing and sustaining digitization activities.

	Deficient 1	2	3	4	Fully Capable 5	Not Applicable
a. Staff skills and expertise	○	○	○	○	○	○
b. Equipment and software	○	○	○	○	○	○
c. Funding	○	○	○	○	○	○
d. Established digitization plan	○	○	○	○	○	○
e. Established digitization policies	○	○	○	○	○	○
f. Established quality standards	○	○	○	○	○	○
g. Established procedures for preparation for creating digital images	○	○	○	○	○	○
h. Established procedures for the management of images and files	○	○	○	○	○	○
i. Other (Please list): _____	○	○	○	○	○	○

40. Indicate the degree to which you agree with the following statements. (Select <u>one</u> in each row.) Digitization activities in your institution are hindered by:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
a. Lack of staff time	○	○	○	○	○	○
b. Lack of staff skills and expertise	○	○	○	○	○	○
c. Lack of funds	○	○	○	○	○	○
d. Lack of necessary equipment and/or software	○	○	○	○	○	○
e. Lack of an established digitization plan	○	○	○	○	○	○
f. Lack of established digitization policies	○	○	○	○	○	○
g. Lack of established quality standards	○	○	○	○	○	○
h. Lack of established policies and procedures for preparation of materials for digitizing	○	○	○	○	○	○
i. Lack of established policies and procedures for the management of images and files	○	○	○	○	○	○
j. Other projects that have higher priorities	○	○	○	○	○	○
k. Concern about intellectual property issues	○	○	○	○	○	○
l. Security concerns	○	○	○	○	○	○
m. Not having collections worth digitizing	○	○	○	○	○	○
n. Concern about costs of preservation and management	○	○	○	○	○	○
o. Management is unaware of the benefits of digitization	○	○	○	○	○	○
p. Other (Please list): _____	○	○	○	○	○	○

41. What are the primary hindrances of your institution's digitization activities? (Select your **top three (3)** hindrances from the list below.)

- ❑ Lack of staff time
- ❑ Lack of staff skills and expertise
- ❑ Lack of funds
- ❑ Lack of necessary equipment and/or software
- ❑ Lack of an established digitization plan
- ❑ Lack of established digitization policies
- ❑ Lack of established quality standards
- ❑ Lack of established policies and procedures for preparation of materials for digitizing

- ❑ Lack of established policies and procedures for the management of images and files
- ❑ Other projects have higher priorities
- ❑ Concern about intellectual property issues
- ❑ Security concerns
- ❑ Do not have collections worth digitizing
- ❑ Concern about costs of preservation and management
- ❑ Other (Please list):
  _____
- ❑ Don't know/Not applicable

IMLS ROLE

42. What are the top three (3) ways IMLS should support the implementation of appropriate **technologies** in your institution? (Select your **top three (3)** from the list below.)
    - ❑ Identify the costs and resources required
    - ❑ Identify and provide information about models
    - ❑ Provide funding
    - ❑ Provide information on sources of funding
    - ❑ Identify and promote standards
    - ❑ Identify and promote technology best practices (e.g., cost effective technologies, efficient technology implementation)
    - ❑ Inform us about the advantages and challenges of implementing technology
    - ❑ Report on the current status of technology implementation
    - ❑ Provide referral information on projects, resources, standards, guidelines, etc.
    - ❑ Other (Please list): _____
    - ❑ IMLS should not have a role in technology implementation
    - ❑ Don't know/Not applicable

43. What are the top three (3) ways IMLS should support **digitization activities** in your institution? (Select your **top three (3)** from the list below.)
    - ❑ Identify the costs and resources required
    - ❑ Identify and provide information about models
    - ❑ Provide funding
    - ❑ Provide information on sources of funding
    - ❑ Identify and promote standards
    - ❑ Identify and promote best practices
    - ❑ Inform us about the advantages and challenges of digitization
    - ❑ Help with intellectual property issues
    - ❑ Support development of a Web portal/Web site to enable users to search digital resources
    - ❑ Lead and promote national digitization efforts
    - ❑ Provide referral information on projects, resources, standards, guidelines, etc.
    - ❑ Other (Please list): _____
    - ❑ IMLS should not have a role in digitization efforts
    - ❑ Don't know/Not applicable